



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
STATE FIRE MARSHAL'S OFFICE  
CODES ENFORCEMENT SECTION**  
Davy Crockett Tower, Third Floor  
500 James Robertson Parkway  
Nashville, Tennessee 37243-1162  
Phone (615) 741-7190  
FAX: 741-1583

**TENNESSEE MODULAR BUILDING UNIT CERTIFICATION LABELS -  
\$20.00 LABEL REFUNDS DUE TO MODULAR BUILDING UNIT MANUFACTURER  
INSTRUCTIONS**

All Tennessee Modular Building Unit Manufacturers that wish to return their Tennessee Modular Building Unit Certification Labels and obtain a **twenty (\$20.00) dollar** refund per label from the Department must use this form. The Department will only refund the amount in which the manufacturer originally purchased the Tennessee Modular Building Unit Certification Label.

**Tennessee Modular Building Unit Manufacturer**

The Tennessee Modular Building Unit Manufacturer will complete only Section "A" of the form. The form will then be sent to the manufacturer's Third Party Construction Inspection Agency (CIA) along with the Tennessee Modular Building Unit Certification Label(s) for forwarding to this office.

**Third Party Construction Inspection Agency (CIA)**

Upon receipt of the Tennessee Modular Building Unit Certification Label(s) and the form from the Tennessee Modular Building Unit Manufacturer the Third Party Construction Inspection Agency (CIA) representative will complete only Section "B". The Third Party Construction Inspection Agency (CIA) will then forward the Tennessee Modular Building Unit Certification Label(s) and the completed form to the Department for processing.

**Important !! Please Read and Follow!!**

All items on the form **MUST** be completed prior to mailing application. If an item does not apply, simply put **N/A** or **None** in that space. Any blank spaces will result in a delay in processing.

This form **MUST** be processed as prescribed above. Any deviation from the process **WILL** result in a delay in your refund.

If you have any questions regarding this procedure, feel free to call this office at (615) 741-7190 or E-mail at [mike.bartlett@state.us.tn](mailto:mike.bartlett@state.us.tn).



**STATE OF TENNESSEE  
DEPARTMENT OF COMMERCE AND INSURANCE  
STATE FIRE MARSHAL'S OFFICE  
CODES ENFORCEMENT SECTION**  
Davy Crockett Tower, Third Floor  
500 James Robertson Parkway  
Nashville, Tennessee 37243-1162  
Phone (615) 741-7190  
FAX: 741-1583

**\$20.00 LABEL REFUNDS DUE MODULAR BUILDING UNIT MANUFACTURER**

\*\*\*\*\*

**SECTION "A"**

(To be completed by Modular Building Unit Manufacturer)

1. Modular Manufacturer/Corporate: \_\_\_\_\_

2. Manufacturing Facility Location: \_\_\_\_\_  
(Street or P. O. Box)

\_\_\_\_\_  
(City) (State) (Zip Code) (County)

3. Telephone: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

4. Manufacturer/Corporate Mailing Address: \_\_\_\_\_  
(Street or P. O. Box)

\_\_\_\_\_  
(City) (State) (Zip Code) (County)

5. Authorized Representative: \_\_\_\_\_

We hereby request that our Construction Inspection Agency (CIA): \_\_\_\_\_  
Code: \_\_\_\_\_, for the above Modular Building Unit Manufacturing Facility advise the  
Department that we have returned the following Tennessee Modular Certification Labels  
which have never been affixed to a Modular Building Unit.

(1) Labels: TN \_\_\_\_\_ thru and including TN \_\_\_\_\_ = \_\_\_\_\_ (Quantity)

(2) Labels: TN \_\_\_\_\_ thru and including TN \_\_\_\_\_ = \_\_\_\_\_ (Quantity)

(3) Labels: TN \_\_\_\_\_ thru and including TN \_\_\_\_\_ = \_\_\_\_\_ (Quantity)

(4) Total Number of Labels Returned (1+2+3): \_\_\_\_\_ x \$20.00 = \$ \_\_\_\_\_ . 00

(5) Total Refund Due to Modular Building Unit Manufacturer (Line 4): \$ \_\_\_\_\_ . 00

The designated Tennessee Modular Certification Labels are being returned for the following reason(s):

- ☐ The Modular Manufacturing Facility has been closed effective: \_\_\_\_\_  
(Please Complete Section "B")
- ☐ The Modular Manufacturing Facility has been changed to: \_\_\_\_\_  
\_\_\_\_\_ effective: \_\_\_\_\_
- ☐ Other: \_\_\_\_\_

\*\*\*\*\*

### **SECTION "B"**

(To be completed by Construction Inspection Agency (CIA))

The designated Tennessee Modular Certification Labels were received and verified by our office on \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ and this report and the labels have been analyzed and found to be accurate.

These Tennessee Modular Certification Labels should accompany this report.

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ CIA Code: \_\_\_\_\_

Construction Inspection Agency (CIA): \_\_\_\_\_

Telephone: (        ) \_\_\_\_\_ FAX: (        ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Title: \_\_\_\_\_

\*\*\*\*\*

### **NOTE:**

Copy and Complete form. Modular Building Manufacturer, submit this completed form, in triplicate to your Construction Inspection Agency (CIA) along with all unassigned Tennessee Modular Certification Labels in order to be credited.

\*\*\*\*\*